## **Online Program Expansion Application**

**The online program expansion application should be completed if the school is proposing to be a** [**fully online program or school**](https://www.cde.state.co.us/onlinelearning)**. Online program means a full-time, education program authorized pursuant to this article that delivers a sequential program of synchronous or asynchronous instruction directed by a teacher primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher-guided modality of learning. Complete online programs require CSI approval and notification to CDE.**

*Supplemental online learning and blended learning can be provided without modification to the charter contract through alternative teacher-pupil instruction. Additional information about alternative instruction can be found in the* [*CDE October Count Resource Guide*](https://www.cde.state.co.us/cdefinance/auditunit_pupilcount)*.*

**If the school intends to offer an online program, the following information must be addressed.**

# **Instructional Model:**

1. **Summarize the key features of the online school or program.** *Provide in this description the following:*

* *an overview of the online program including a description of the mission, vision, and goal.*
* *the rationale for why the school is requesting the addition of the program.*

1. **Describe the methods of instruction, including examples of synchronous and asynchronous activities.**
2. **Specify the frequency and nature of teacher-student interactions and the technology that will support these interactions.**

# **Evidence of Need:**

1. **Summarize the evidence of need, support, and community involvement.** *Provide in this description the following:*

* *the target student population for the proposed program that the school anticipates enrolling.*
* *specific evidence (e.g., current school enrollment waiting lists, application interest lists, letters of support from community stakeholders, official written support, etc.) that that student/family demand exists for the program and is aligned to the enrollment projections. Include an enrollment table that reflects the proposed program.*
* *how the proposed program will enable the school to adequately serve educationally disadvantaged students* *and support the community.*
* *the degree to which the charter school has engaged community members regarding the proposed program including the nature and extent of any ongoing community involvement in the governance and/or operations of the school.*

# **Teaching Staff:**

1. **Identify who will provide instruction, whether teachers are subcontracted from a content provider, and confirm they are licensed in Colorado.**

# **Curriculum and Graduation Requirements:**

1. **Outline the curriculum for each grade level (elementary, middle, high).**
2. **For diploma-granting programs, include the graduation requirements and alignment with state guidelines.**

# **Student Services and Data Privacy:**

1. **Explain how the program will meet the needs of English Learners (EL), students with disabilities, and underserved populations, including the implementation of MTSS.**
2. **Describe how student data privacy will be protected in compliance with applicable laws.**

# **Program Logistics:**

1. **Provide a timeline for implementation of the school’s proposed program.**
2. **If different than the current in-person school calendar, attach the proposed schedule and school calendar and provide an equivalent bell schedule clarifying instructional time for online courses**

# **Budget and Finance:**

1. **Complete a three‐year budget projection (current year + two additional years) that appropriately reflects the expenses and revenue related to the school, taking into account the requested program using the** [**CSI Budget Template**](https://resources.csi.state.co.us/wp-content/uploads/2024/04/CSI-School-Budget-Template-2025-FINAL-Website.xlsx) **and include as an attachment.**
2. **Provide a budget narrative that thoroughly justifies the revenue and cost assumptions made in the budget projection. The narrative should provide detail on any specific changes to the budget that will occur as a result of the requested expansion and focus on demonstrating that the online program will be financially solvent.**